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Job details

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Bulletin Number	24850BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	GRAPHIC ARTS AID
Exam Number	27957A
Filing Type	Standard
Filing Start Date	09/09/2013
Filing End Date	09/23/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2774.82
Salary Maximum	3625.36
Position/Program Information	Performs commercial artwork at the sub-journey level.
Essential Job Functions	<p>Prepares layouts and simple illustrations for reports, fliers, booklets, posters, and pamphlets utilizing a basic knowledge of composition and simple production techniques.</p> <p>Assists in the production of indoor and outdoor displays, banners, and exhibits.</p> <p>Consults with clients requesting artwork to clarify requests, preferences, and production requirements.</p> <p>Prepares freehand display materials and visual aids such as signs, posters, charts, and slides.</p> <p>Produces drawing, sketches, and cartoons in accordance with information or instructions provided.</p> <p>Draws black, white, and color charts, diagrams, maps and forms in accordance with data provided.</p> <p>Organizes and lays out copy for newsletters, fliers, and booklets, with limited selection of type faces.</p> <p>Produces freehand and mechanical lettering, including calligraphy or script lettering for scrolls.</p> <p>Utilizes a computer and specialized graphics software to create graphic designs.</p> <p>Orders forms and graphic arts supplies.</p>
Requirements	<u>MINIMUM REQUIREMENTS:</u> One year's commercial art experience in the preparation and production of graphic presentations -OR- One year's training in commercial art including coursework in graphic art procedures, layout and

	lettering, artwork preparation, graphic design, illustration, spot illustration, advertising design, topography, commercial design, drawing logic, and color theory.
License(s) Required	None.
Examination Content	This examination will consist of an evaluation of training and experience weighted 50% and an Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, oral and written communications, adaptability, interpersonal and public relations, work habits and attitudes, and problem solving skills. Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.
Special Information	Appointees may be required to work any shift, including evenings, nights, holidays or weekends.
Vacancy Information	The resulting eligible list will be used to fill vacancies throughout the Department of Mental Health as they occur.
Eligibility Information	The names of candidates receiving a passing grade in this examination will be placed on the eligible list and will appear in the order of their scoring group for a period of twelve (12) months following the date of eligibility.
Available Shift	Any
Job Opportunity Information	<p>Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.</p> <p>Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the minimum requirements only.</p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.</p>
Application and Filing Information	<p>All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the services are met, and is subject to closure without prior notice.</p> <p>You MUST complete the filing process ONLINE (via electronic submission) ONLY.</p> <p>APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p>

Instructions for Filing: A standard County of Los Angeles Employment Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g., diploma/official transcripts, certificates) AS ATTACHMENT(S) AT THE TIME OF FILING.

Additional documents may also be faxed to (213) 637-5892.

To apply online, click on the tab above or below this bulletin that reads, Apply to Job.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Resumes showing training and experience may be attached to the Los Angeles County Application. All information and records are subject to verification. Falsification of records can result in disqualification from the examination or termination of employment.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Richard Aaron

**Department
Contact Phone**

(213) 738-4125

Department

raaron@dmh.lacounty.gov

Contact Email**ADA Coordinator
Phone** (213) 738-2850**Teletype Phone** (213) 735-2922**California Relay
Services Phone** (213) 735-2922**Job Field** Health Other**Job Type** Administrative Support[Apply to job](#)[Save to cart](#)[View similar jobs](#)